



TIGARD, OREGON

A place to call home!

Human Resources Technician

**\$41,352 – \$55,416/year with excellent benefits
for the City of Tigard Oregon (Job #45-08)**

THE POSITION

Provides experienced and responsible paraprofessional and technical support to professional staff in the Human Resources division including work in all of the following areas: recruitment, testing and selection, classification, compensation and benefits administration, and employee relations, in addition to performing a variety of administrative and technical support activities.

THE CITY

The City of Tigard is a great place to work! We have approximately 296 employees in the departments of Police, Public Works, Community Development, Finance, Library and City Administration, with a Human Resources staff of five. With a population of 46,715, Tigard is a livable and affordable community located just 10 miles southwest of Portland in Washington County. Tigard strives to blend the amenities of a modern city with the friendliness and community spirit of a small town.

YOU

Successful performance in this position requires the frequent use of a helpful attitude, discretion and independent judgment, knowledge of department and City standards, activities and values, and extensive staff, public and organizational contact. We are looking for candidates who know how to do the right thing, are solution oriented and effective, and show respect and care toward the people they serve.

APPLYING

If you are a person who has human resources experience, can see the big picture, is creative, friendly and ready to help our organization be the best they can be, please complete a City of Tigard application and send to the Human Resources Department, City of Tigard, 13125 SW Hall Blvd., Tigard, OR 97223 or fax to 503-639-6795 (no emails, please). You may also download an application at: www.tigard-or.gov/city_hall/departments/hr/application.asp. Applications must be received by 5:00pm on Monday, September 22, 2008. EOE.

